

Intelligence Officer, GS-13

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Incumbent (Temporary):

Reports Review Officer
Review and Publications Branch
Reports Division (D/R), O/RR

As Reports Review Officer, under the supervision of the Chief, Review and Publications Branch, D/R, is responsible for the review and editing of all categories of O/RR intelligence reports (except NIS) and of such other papers and reports as the AD/RR may direct. Contributes directly to the improvement of O/RR production and to its value in CIA and in the other IAC Agencies. Attends O/RR and other meetings as necessary. In the absence of the Chief of the Branch, acts for him and supervises all personnel in the Branch.

Is responsible for handling the flow of work in such a way that reports are moved through the Branch within prescribed time limits. Is responsible for evaluating, rearranging, revising, and rewriting the reports insofar as necessary to insure proper presentation and organization, accuracy in expression and substance, balance, perspective, and readability, as well as consistency with other reports and with O/RR policy. Consults with the producing Division during the editing process to reach a mutual agreement as to the analysis, major alterations, and substantive changes. Guides and delegates work to the two editorial assistants, including initial evaluation to eliminate irrelevant details and unnecessary repetition. Supervises them in checking for accuracy of technical expressions, references, place names, and graphics, including charts, diagrams, and statistical tables.

Assists the Chief of the Branch in formulating policy and in carrying out the objectives of the Branch. Consults on his own initiative with the producing Divisions of O/RR on organizational and editorial problems while the reports are being prepared.

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Prescribes the form and style, mechanical and otherwise, of O/RR reports and sets a high standard of writing to raise the general level of such reports in consonance with changing conditions and requirements. Assists the Chief of the Branch in the preparation and maintenance of a style manual for O/RR reports.

Makes decisions and acts on own initiative. In the review and editing of the reports, makes extensive use of creative faculties and exercises sound and mature judgment, alertness, and originality. In the coordination of reports with the producing Divisions and other cognizant components of O/RR exercises tact, persuasion, and decisiveness. Must be capable of clearly explaining the editing done on each report and must be familiar with over-all O/RR procedures and policies.

As directed, maintains liaison with the Geographic Division regarding the proper presentation and coordination of maps and graphics (charts, diagrams, etc.) to be included in reports. Likewise maintains liaison with the Reproduction Branch, Services Division, on the proper layout and format of all publications, insuring, in particular, that the final proof of all O/RR printed material and all O/RR material retyped for reproduction in that Branch is checked for accuracy.

Requires extensive experience in editorial and intelligence matters, maturity, and a good educational background, particularly in the use of English and rhetoric, a knowledge of foreign languages, and a familiarity with international affairs.

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